

# VACANCY ANNOUNCEMENT

## AN EQUAL OPPORTUNITY EMPLOYER

**Area 1 Civilian Personnel Advisory Center, Area 1 Support Activity,  
APO AP 96258-0707**

**US ANNOUNCEMENT NO: NAF005-2001(CRC)**

**(Reannouncement)**

Opening Date: 13 Feb 2001

1<sup>st</sup> Cut Off: 27 Feb 2001

Closing Date: Open Until Filled

**POSITION/SERIES & GRADE:** Cashier, NF-0530-2

**WORK SCHEDULE:** -Regular Part-Time

**SALARY:** \$7.91 - \$15.09 Per hour

Salary is subject to negotiation during selection process.

**DUTY LOCATION:** CRC Recreation Center, Community Recreation Division, ADCFA, DCA, Area 1 Support Activity, APO AP 96258 (Uijongbu, Korea).

**AREA OF CONSIDERATION:** Korea-Wide, all U.S. Citizens. Applications will be accepted from all locally available U.S. citizens, but appointment to positions can be made only to U.S. applicants who are not ordinarily resident in the Republic of Korea. Only those individuals eligible for appointment will be considered.

**NOTE:** All applicants in Korea must complete the Local Applicant Questionnaire. No position offer may be made until it has been determined that the select is not an ordinarily resident.

**NOTE:** Active duty military members who are not within 60 days of discharge are not considered available for employment. Documentation must be provided by the military member's Personnel Service Center that a separation/retirement date has been approved under honorable conditions. The approved date must be within 60 days of the closing date of the vacancy announcement.

### **MAJOR DUTIES:**

1. The incumbent typically performs most, but not necessary all of the following duties: Obtains cash drawer from other employees or supervisors, and keys personal checker code into assigned register. Receives money from customer and makes correct change. Responsible for change fund and shift sales. Operates cash register/scanning system to record unit prices, proper accounts subsistence, daily inventory of food products, supplies, produce and equipment. Accepts

cash or other negotiable instruments according to established procedures. Keeps the facility in a clean state, that appeals to customers and co-workers: Cleans and clears tables, wash windows and counters, empty trash, sweep and mop floors to include waxing if needed. Operates and cleans food service equipment. Prepares baked goods in a timely manner and replenishes the serving line. Ensures quality food preparation and presentation. Inform supervisor of shortage and overage. Ability to effectively communicate, while displaying good customer service. Completes required forms. Maintains sanitation, health and safety standards in the work area. Scrapes and Sorts dirty dishes, silverware and glassware. Opens and closes the facility utilizing Security procedures and good awareness.

2. At lax time, and when assigned, helps with other duties.

### **QUALIFICATION REQUIREMENTS:**

Progressively responsible clerical or office work of any kind that demonstrates the ability to perform the duties of this position.

### **HOW TO APPLY:**

(1) All applications must be submitted on a DA Form 3433 with an original signature along with a local applicant questionnaire, a supplemental application form and a copy of Social Security Card.

**SF-171 or OF 612 will not be accepted.**

(2) NAF priority consideration candidates must attach a DA Form 3434 showing type of action and effective date of separation. Current/Former NAF employees must attach a copy of the latest DA Form 3434 showing type of appointment verifying probationary period served (FEN).

(3) Current APF employees must attached a copy of SF 50 showing current appointment and verifying competitive status.

(4) Applicants claiming veteran preference must submit a copy 4 of DD Form 214 (Military Discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and required supporting documents.

(5) Family members of US military and civilian employees must submit a copy of sponsor's travel orders to verify eligibility for preference.

(6) Off duty military must attach to the application a letter from the commander authorizing off duty employment.

(7) When education is a firm requirement for the position, copies of college transcripts must be submitted.

(8) Must attach photocopy of passport showing current visa status.

**FAILURE TO ADHERE TO THE ABOVE ITEMS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

### **SELECTION PRIORITIES FOR NF-3 AND BELOW AND ALL PREVAILING RATE POSITION:**

1. Priority Consideration Candidate (PCC).

2. Spouse employment preference (SEP): Spouse of Military personnel assigned to Korea married prior to sponsor's PCS to Korea\*

3. Involuntary separated members (ISM).

4. Family member of military or DOD civilian assigned to Korea who is eligible for family member preference (FM).

5. Off-Duty Military (ODM) \*Must have a letter from Unit Commander authorizing Off-Duty employment.
6. Current and Former NAF employees (CNE/FNE)
7. Outside Applicant Veteran (OAV)
8. Outside Applicant Non-Veteran (OANV).

\*SEP PREFERENCE MUST BE REQUESTED AT TIME OF APPLICATION BY  
PRINTING SEP/MSP ON TOP OF THE APPLICATION\*

**ESSENTIAL INFORMATION:**

1. Male candidates who are between 18 and 26 years of age will be required to submit proof of registration with the Selective Service System or proof of exemption.
2. Candidates eligible for preference such as veteran preference, military spouse preference etc., must submit proof of eligibility and will be accorded consideration in the appropriate order as established by law, regulation and/or policy.
3. Benefits and allowances afforded in Korea are administered by the Department of State and are subject to change of any time without advance notification.

**WHERE TO APPLY:** Applications may be mailed to Area I Civilian Personnel Advisory Center, Unit#15707, APO AP 96258-0707 or maybe submitted to the Area I CPAC, Building T-608, Camp Red Cloud, Korea. Applications dropped off at the Area I CPAC will be accepted Monday through Friday, 0800-1200 and 1300-1700 (closed on American Holidays)

**RECEIPT OF APPLICATIONS: INCOMPLETE APPLICATIONS, FAXED APPLICATIONS, AND APPLICATIONS MAILED IN AN OFFICIAL GOVERNMENT ENVELOPE WILL BE RETURNED.**

**EQUAL EMPLOYMENT OPPORTUNITY:** ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR VACANCIES WITHOUT REGARD TO RACE, CREED, COLOR, LAWFUL POLITICAL OR OTHER AFFILIATION, MARTIAL STATUS, SEX, AGE OR NATIONAL ORIGIN OR HANDICAP WHICH DOES NOT INTERFERE WITH ACCOMPLISHMENT OF DUTIES.

The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

**WHISTLEBLOWER PROTECTION:** Applicants for employment are protected from reprisal in making protected disclosures. Complaints may be referred to CPAC, Area I, Uijongbu, Korea. For further information regarding this announcement, please call 732-6090/6057

MAGGIE L. THOMAS  
Chief, Personnel Services Branch